

## Dulles Geoform Mapping Instructions

If you do not want to download a Smart Phone App, you can use the internet to interact with the Dulles Assets and Needs map. You can do this from your phone, tablet, or computer. As long as you have internet access you have what you need to engage with the map.

### Phone and Tablet Instructions

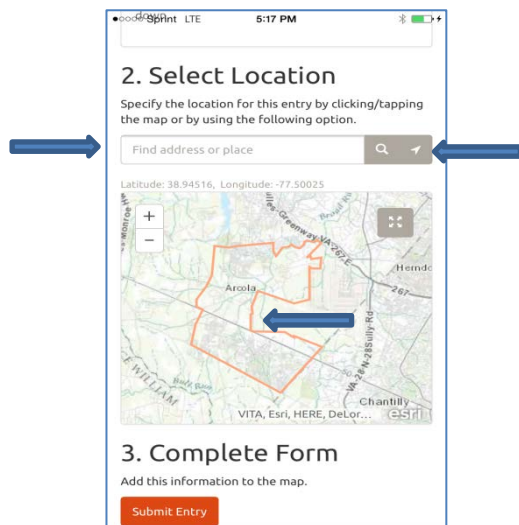
1. Go to [www.loudoun.gov/dullesmap](http://www.loudoun.gov/dullesmap) or scan the QR code below to get started



2. Please read the description of the map under the Title.
3. Select “Asset” or “Need” based on what you would like to map (Top arrow below)
4. Please provide a description in the comments section (Middle arrow below)
5. After reading the photo tip under the choose file icon, select a picture of the asset or need from your phone. If you need to take a photo, minimize the internet, take a picture, and then reopen the internet. (Bottom arrow below) (This is optional)

A screenshot of a web form titled "recommendations report for the Dulles Community Outreach Project". The form is divided into two main sections: "1. Enter Information" and "2. Select Location". In the "1. Enter Information" section, there are radio buttons for "Feature" with "Asset" and "Need" options; a text input field for "Comments"; and a file upload section with a ".jpeg, .png" icon, a "Choose File" button, and the text "no file selected". Below the file upload section is a "PHOTO TIP!" paragraph. In the "2. Select Location" section, there is a text input field labeled "Find address or place" and a search icon. Three blue arrows point to the "Need" radio button, the "Comments" text field, and the "Choose File" button to indicate where to click.

6. Next you need to select a location for your asset or need. There are three ways to do this.
  1. Type in the address of the asset or need in the bar below “Select Location”. (Arrow on left below)
  2. If you are located on or near the location of the asset or need, simply select the small arrow and the phone or tablet’s GPS will input your location. (Top right arrow below)
  3. Using your finger, you can click directly on the map to add the location. Please zoom in for accuracy. (Bottom arrow below)



7. Hit “Submit Entry” at the bottom and your new feature will be added to the map.
8. Please share the Geoform link through your social media groups on the next page
9. If you would like to add more you can do so now. There is not limit.

Desktop or Laptop Instructions (The screen shots above support these instructions as well)

1. Go to [www.loudoun.gov/dullesmap](http://www.loudoun.gov/dullesmap)
2. Please read the description of the map under the Title.
3. Select “Asset” or “Need” based on what you would like to map
4. Please provide a description of your feature in the comments section
5. After reading the photo tip under the choose file icon, select a picture of the asset or need saved on your computer. (This is optional)

6. Next you need to select a location for your asset or need. There are two ways to do this.
  1. Type in the address of the asset or need in the bar below “Select Location”.
  2. Using your mouse, you can click directly on the map to add the location. Please zoom in for accuracy.
7. Hit “Submit Entry” at the bottom and your new feature will be added to the map.
8. Please share the Geoform link through your social media groups on the next page
9. If you would like to add more you can do so now. There is not limit.